



# State of West Virginia

Office of the State Auditor  
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Glen B. Gainer III  
State Auditor

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**To:** All State Agencies

**From:** Glen B. Gainer III  
WV State Auditor

A handwritten signature in black ink, appearing to read "G. B. Gainer III", written over the printed name.

**Date:** March 18, 2005

**Re:** Standard Form for "Manual" and "Walk Thru" Requests

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Recently, this office distributed a new policy in which a transaction fee of \$5 will be charged for transactions requiring expedited processing. We also indicated such requests be submitted to this office in writing.

However, due to the lack of sufficient documentation and authorization by the agencies we have designed a sample form. When requesting a transaction be expedited please include the information on the attached sample. You may utilize the attached sample if you do not already have a form in place previously approved by the State Auditor's Office. A copy of the sample form is attached and will also be available on our web site at [www.wvauditor.com](http://www.wvauditor.com).

I would also like to take this opportunity to clarify the difference between a "manual", "walk thru", and what we consider to be "special handling".

- **"Manual"** indicates due to extenuating circumstances the paying agency needs the check to be issued the same day the transaction is approved by our office.
- **"Walk Thru"** indicates a check is needed the next day after the transaction has been processed by our office.
- **"Special Handling"** indicates you are in need of a change to the WVFIMS Special Handling flag. Special Handling allows the check to be returned to the paying agency.

If you have questions regarding this matter please contact Lisa Comer at 558-2261 ext. 2163 or via e-mail at [lisar@wvauditor.com](mailto:lisar@wvauditor.com).